

SECRETARY TO THE CITY MANAGER

FLSA Code: N

Job Code: 1015

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical and administrative work for the City Manager and administrative staff; does related work as required. Supervision is exercised over assigned office staff. Work is performed under the regular supervision of the City Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and typing correspondence; answering telephone; responding to inquiries; scheduling appointments; maintaining complex and confidential records and files; preparing reports.

Receives calls and callers for the City Manager; ascertains nature of business and assists if possible or directs to the appropriate authority for disposition;

Schedules appointments for and with the City Manager and administrative staff; maintains appointment books and calendars;

Prepares a variety of personnel, financial or other documents of a confidential and sensitive nature and maintains confidential files;

Assists other agencies and offices including City Council, citizen groups, etc.;

Researches a variety of information sources and compiles reports;

Maintains various files and records; monitors office budget accounts;

Composes routine correspondence;

Types a variety of reports and materials using computerized programs;

Assists with preparation of Council agenda as required;

Provides information on request on a variety of administrative policies and related regulations and rules;

Assists the City Manager with special projects and special events;

Provides administrative backup to the assistant to the City Manager;

Assigns and monitors the work of the Administrative Assistant;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in office technology or related field and extensive experience in the office of an executive; comprehensive knowledge of standard office practices, procedure, equipment and office assistance techniques; comprehensive knowledge of business English, spelling and arithmetic and the organization and functions of the city; demonstrated ability to maintain complex and confidential office records, prepare accurate reports from file sources, prepare effective correspondence on routine matters and perform routine office management details without referral to supervisor; demonstrated ability to establish and maintain effective working relationships with city officials, associates and the general public and to use discretion and judgement in the possession of confidential information. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.